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MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Inter-departmental Coordination for CIG Special Estimates and Situation Reports.

ENCLOSURES:

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1. The basic material for CIG Special Estimates and Situation Reports is the intelligence information received from the Departments of State, War, and Navy, certain finished departmental estimates on occasion and reports from the CIG Office of Special Operations and Office of Operations. CSO and CO reports are made equally available to State, War, Navy and other authorized recipients immediately upon preparation.

2. The regular procedure followed by CIG for inter-agency coordination of its Special Estimates and Situation Report provides for frequent contact between CIG and the State, War and Navy Departments through the preparation of these reports. (Other agencies are consulted, as appropriate, depending on the subject matter of the reports.)

a. Initial contact is made when the CIG officer assigned to prepare a draft report calls on his opposite number in State (cognizant desk), War (G-2 and A-2) and Navy (ONI). At these meetings, the interested departmental representatives are informed of the CIG project and are consulted regarding its scope and coverage.

b. During the preparation of the draft report, day to day contact is maintained to the extent necessary to ascertain departmental views on controversial issues.

c. Upon completion of a preliminary draft report, it is informally referred to the cognizant departmental representative for comment, note of which is taken in preparing a revised draft.

d. The draft report is then submitted to State, G-2, A-2, and ONI, for formal concurrence or dissent, through the representatives designated by the members of the IAB pursuant to CIG Administrative Order No. 32.

e. Departmental comments are reviewed and those concurred in by CIG are made the basis for revising the draft report. Each

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and every dissent is discussed at a meeting between representatives of the dissenting department and CIG. If these representatives are unable to resolve the differences, the statement of the dissenting department is published as part of the final report.

3. In the process of coordination, CIG Special Estimates and Situation Reports have at times been made available to policy formulating departmental officers prior to publication and distribution. "The Greek Situation" and the "Review of the Soviet, British and French Programs with Respect to Germany" are examples of Special Estimates, and "Turkey" a Situation Report so made available. In every such case the report has been made available at the specific request of State, War or Navy Department representatives.

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Deputy Assistant Director
Office of Reports and Estimates

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